AQOJ December 1, 1995

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT DISTRICTS
COMMANDER, DEFENSE CONTRACT MANAGEMENT COMMAND INTERNATIONAL

SUBJECT: DCMC Policy Letter No. 95-14, Training Guidelines for DCMC Personnel

This letter is directive in nature and remains permanent until guidance is published in the DLAD 5000.4, Contract Management (One Book).

In the past our training policy was based on acquisition career fields or job series and consisted primarily of mandatory requirements. These requirements were formerly described in DCMC-AO Letter No. AO-93-01, Revised Training Plans for Contract Management Personnel, dated August 11,1993, DLA Manual 8220.4, Quality Assurance Technical Development Program, dated July,1991 (DLAM 8220.4), the draft Program and Technical Support Career Development Program, dated April 1992, and various policy letters.

To provide a consistent, coordinated approach to the determination of training needs across the Command, DCMC is implementing a new approach for defining mandatory versus desired training to support the workforce mission needs. Policy for training processes, such as needs assessment, scheduling, or delivery, will be included in the DLAD 5000.4, Contract Management (One Book). Training matrices, which are listings of training requirements by speciality groups, products, and commodities, are being developed to describe recommended and mandatory training needed to perform various jobs and tasks vice career fields and series.

The training matrices enclosed in this letter are those new or revised training guidelines developed to date. They have been approved as interim policy and should be implemented immediately. As other training matrices are developed and approved, they will be published via policy letters. However, DLA Manual 8220.4, will

remain in effect until all information contained therein can be revised, at which time it will be included with the total training policy documentation. When all the training matrices

have been completed, they will be consolidated into one source, such as a guidebook.

Individual Development Plans (IDPs) remain the basic process by which training needs are identified. The training matrices are designed to aid in that process.

The training matrix format is designed to facilitate matching the training to the job assignment or task. Where the training is mandatory, the training is listed by specialty, product, or commodity and is described as “Requirements.” All other training listed in the training matrices is guidance for identifying training sources and opportunities. Guidance for using the training matrices is at Attachment 1. The individual matrices are at Attachment 2.

Assistance in interpreting the training matrices is available from your District Workforce Development Team staff. Questions, suggestions, and changes concerning the training matrices should be directed to Ann Deitz, Workforce Strategy Team, AQOJ,(703)767-2358 or DSN 427-2358.

Signed

ROBERT W. DREWES
Major General, USAF
Commander

Attachments

ATTACHMENT 1

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Attachment 2

USING THE TRAINING MATRICES

What is a Training Matrix?

A Training Matrix is a listing, by task and/or by competency, of what training one needs to acquire a certain skill or competency. The training may be a specific course (Service School or DCMC-owned), a description of a course (such as computer training or college course) or experience (usually described as On-the-Job Training, OJT).

Who Can Use a Training Matrix?

Training matrices should be useful to the following DCMC personnel:
* A DCMC employee who needs to know what skills are required for a particular job assignment
* A Supervisor who needs to know what skills and/or training employees need for various job assignments or tasks
* A Multi-functional Team Leader who needs to know what skills and training are appropriate for the particular tasks assigned to the team.
* A Training Officer who is planning training for the organization

What is the Difference Between Training "Requirements" and "Guidelines"?

* A Training Requirement is mandatory. The training must be accomplished to ensure competent performance of assigned tasks. In DCMC mandatory training is often part of a specific certification process.
* A Training Guideline is not mandatory. It describes the potential sources and opportunities for someone to acquire a certain skill. Training guidelines allow the decision about training to take place at the lowest possible level.

What Are the Different Formats for Training Matrices?

There are two basic formats used for the Training Matrices.
* Where there are different training "prescriptions" for the various tasks within a specialty area, the format shows the process, associated tasks and competencies, and specific training to match those tasks. See Figure 1 on the next page.
* Where the speciality area, product, or commodity defines the training, the format matches the training specifically to that specialty area, product, or commodity. See Figure 2 on the next page.

Note: When applicable, both formats include the DAWIA training requirements as a matter of convenience. See the Defense Acquisition University (DAU) Catalog for details.

Figure 1: Specialty Area with Training Guidelines

SPECIALTY	PROCESS/TASK	COMPETENCIES	DCMC TRAINING AND DEVELOPMENT GUIDELINES	DAWIA TRA Career Field:
broad subject area which involves specific tasks	tasks needed to perform specialty area *Note:* These may match tasks in One Book	Skills, knowledge, and ability needed to perform each task	Recommended training, development, and job experience for the specialty area matched to the task	Training requir Development P Personnel DoD current year D*A* These are not D but are include

Figure 2: Specialty Area with Mandatory Training

SPECIALTY AREA	JOB SERIES/ JOB TITLE	DCMC TRAINING AND DEVELOPMENT REQUIREMENTS	DAWIA TRAININ Career Field:
specialty area, product, or commodity for which training is mandatory	most common job series/job title that become certified in the specialty area	Specific training, development, and job experience requirements for the specialty area, product, or commodity. Where applicable certification, fulfillment, and waiver criteria will be described in this block.	Training requirements per Program for Acquisition Pe See also the current year D These are not DCMC-own included for the users' con

Attachment 3A
CONTRACTING SPECIALTIES:
TRAINING MATRIX FOR PROCUREMENT CLERK

SPECIALTY AREA	JOB SERIES/ JOB TITLE	DCMC TRAINING AND DEVELOPMENT REQUIREMENTS	DAWIA TRAINING R **Career Field**: Industria Manageme
Level I requirements	GS 1106/ Procurement Clerk	* DA01, DCMC Contract Administration Course (not limited to a specific level) * CON 101, Contracting Fundamentals	Level I (GS 5-7) - None
Level II and III requirements	GS 1106/ Procurement Clerk	None	Level II (GS 8- 10) - Non

** This includes positions with the following titles: Industrial Property Management Specialists, Property Administrators, Industrial Property Clearance Specialists and Plant Clearance Officers.

Attachment 3B
CONTRACTING SPECIALTIES:
TRAINING MATRIX FOR PROPERTY

SPECIALTY AREA	JOB SERIES/ JOB TITLE	DCMC TRAINING AND DEVELOPMENT REQUIREMENTS	DAWIA TRAINING R **Career Field**: Industria Manageme
Level I DAWIA Certification Requirements	GS 1103	* DA01, DCMC Contract Administration Course (not limited to a specific level) *ALMC-BD, Defense Demilitarization Program Course ***	<u>Level I (GS 5-7)</u> * IND 101 Contract Proper Fundamentals * IND 102 Contract Proper * IND 103 Contract Proper *Complete one of the follow* * CON 101 Contracting * CON 102 Operational Fundamentals
Level II DAWIA Certification Requirements	GS 1103	* DA01, DCMC Contract Administration Course (not limited to a specific level)	<u>Level II (GS 9-12)</u> * IND 201 Intermediate C Administration * IND 202 Contract Proper Seminar * CON 201 Government C *Complete one of the follow* * CON 221 Intermediate Administration * CON 222 Operational I Administration
SPECIALTY AREA	**JOB SERIES/ JOB TITLE**	**DCMC TRAINING AND DEVELOPMENT REQUIREMENTS**	**DAWIA TRAINING R** **Career Field**: Industria Manageme
Level III DAWIA Certification Requirements	GS 1103	* DA01, DCMC Contract Administration Course (not limited to a specific level)	<u>Level III</u> * CON 301 Executive Con * CON 333 Management f Executives (beginning Oct

** This includes positions with the following titles: Industrial Property Management Specialists, Property Administrators, Industrial Property Clearance Specialists and Plant Clearance Officers.
*** This requirements applies to Property Management Specialists only.

ATTACHMENT 4A
MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE
TRAINING MATRIX FOR CHEMICALS

SPECIALTY	PROCESS/TASK	COMPETENCIES	DCMC TRAINING & DEVELOPMENT REQUIREMENTS	DAWIA TRA Career Field:
Hazardous Chemicals: general	Perform CAS on contracts where deliverables involve chemicals	* Review contract for applicable requirements * Review contractor actions and provide Government insight as needed	*Prerequisite:* 30 days OJT prior to attending training and completion of PQM101 Production and Quality Management Fundamentals J20 Petroleum Acquisition Quality Assurance	Level I (GS5-7 * ACQ 101 Fu Acquisition Ma * PQM 101 Pro Management Fu Level II (GS 9- * ACQ 201 Int Acquisition * PQM 201 Int Quality Manage Level III (GS 1 * PQM 301 Ad Quality Manage
Propellants	Perform CAS on contracts that involve propellants	* review testing processes	* J03 Specification Testing of Propellants	same as above
SPECIALTY	**PROCESS/TASK**	**COMPETENCIES**	**DCMC TRAINING & DEVELOPMENT REQUIREMENTS**	**DAWIA TRA Career Field:**
Compressed Gas	Perform CAS on contracts that involve compressed gas	* knowledge of the regulations and useful life of compressed gas cylinders	* J06 Quality Assurance Management of Compressed Gas Cylinders	same as above
Into-Plane Servicing	Perform CAS on contracts that involve into-plane servicing	* knowledge of the safety requirements * knowledge of the related DCMC procedures	* J07 Quality Assurance of Into-Plane Servicing Contracts	same as above
Coal	Perform CAS on	* knowledge of the	* J08 Quality Assurance of Coal	same as above

	contracts that involve coal	DFSC requirements * able to perform source inspection		
Petroleum	Perform CAS on contracts that involve packaged petroleum	* knowledge of packaged petroleum operations	* J12 Packaging of Petroleum and Related Products	same as above
Aviator's Breathing Oxygen (ABO)	Perform CAS on contracts that involve ABO	* able to perform acceptance testing for ABO	* J15 Specification Testing of Aviator's Breathing Oxygen (ABO)	same as above

ATTACHMENT 4B
MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE
TRAINING MATRIX FOR CLOTHING AND TEXTILES

SPECIALTY AREA	JOB SERIES/ JOB TITLE	DCMC TRAINING AND DEVELOPMENT REQUIREMENTS	DAWIA TRAINING R **Career Field**: Manufactu Quality Ass
Clothing and Textiles: General	GS 1910 Quality Assurance Specialist	* C15 Fundamentals of Clothing and Textiles	Level I (GS 5-7) * ACQ 101 Fundamentals Acquisition Management * PQM 101 Production an Management Fundamentals Level II (GS 9-12) * ACQ 201 Intermediate S * PQM 201 Intermediate P Management Level III * PQM 301 Advanced Proc Management
Inspection of footwear or leather products	GS 1910 Quality Assurance Specialist	C02 Footwear and Leather Products	Completion of Level I requ
SPECIALTY AREA	**JOB SERIES/ JOB TITLE**	**DCMC TRAINING AND DEVELOPMENT REQUIREMENTS**	**DAWIA TRAINING R** **Career Field**: Manufactu Quality Ass
Inspection of parachutes	GS 1910 Quality Assurance Specialist	C03 Quality Assurance of Parachutes	Completion of Level I requ
Inspection of military uniforms	GS 1910 Quality Assurance Specialist	* C05 Embroidered Insignia * C20 Dress Uniforms	Completion of Level I requ
Inspection of tents	GS 1910 Quality Assurance Specialist	C06 Basic Tentage	Completion of Level I requ

Inspection of special use cloth	GS 1910 Quality Assurance Specialist	C16 Quality Assurance of Cloth	Completion of Level I requ

ATTACHMENT 4C
MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE
TRAINING MATRIX FOR PERSONNEL SUPPORTING NASA CONTRACTS**

SPECIALTY AREA	JOB SERIES/ JOB TITLE	DCMC TRAINING AND DEVELOPMENT REQUIREMENTS **	DAWIA TRAINING R Career Fi
Provide direct support to NASA contracts	All DCMC personnel in all job series/grade levels	* U06, DCMC Support to NASA * NASA Unique Training Requirements are usually laid out in the Letters of Delegation and will be successfully completed in a timely manner.	*See applicable job series/c*

** All technical personnel supporting NASA requirements must meet DCMC commodity training requirements appropriate to the commodity as well as the appropriate DAWIA Level certification requirements for their career field.

ATTACHMENT 5A
ENGINEERING
TRAINING MATRICES PREFACE

1. The attached engineering training matrix was a combined effort of field and DCMC/Districts' headquarters personnel, under the guidance of Workforce Development facilitators. We attempted to identify the tasks associated with all the systems/manufacturing engineering areas. In addition, the competencies necessary to accomplish the tasks are identified, as are some training and development guidelines. This first issuance contains the core processes, tasks, and competencies for systems engineering. Specific processes, tasks, and competencies for the other engineering functional areas and manufacturing will be included at a later date.

2. The Contract Administration Services Process Action Team (CAS PAT) had a number of recommendations for engineering and software:

a. Implement a formal program to ensure technical currency.

b. Issure guidance for technical personnel to obtain program office training.

c. Expand availability of technical experts when requirements exceed capability.

The recommendations for software are met through the Software Professional Development Program. The recommendations for engineering are met through a combined effort of the field engineer, supervisor and Contract Administration Office (CAO), district Workforce Development Team, DCMC/District headquarters, and Customer Liaison Representatives.

3. Technical currency for all engineering personnel across the spectrum of varied engineering knowledge one may need to know, can not be accomplished in a centralized manner from DCMC or a District headquarters. Therefore, a decentrailized approach is necessary. It starts with the field engineer/CAO determining functional engineering, specialized technology and technology management training needs, based on contract/program requirements. This process is flow charted in a document titled "TrainingNeeds Assessment", which will come out under separate cover.

4. The requirements will initially be documented through an initial survey of engineering requirements versus expertise, which will be sent to the field by October, 1995. This survey can then continue to be used as a tool to determine imbalances in expertise versus requirements, on new programs as well. If the survey results in a substantiated need for training, it should be documented on the employee's Individual Development Plan (IDP).

5. If a need for training exists, the supervisor is to provide and/or the engineer is to obtain the necessary training. The training matrix lists potential training sources. This ranges from attending service schools to taking college courses to OJT. One of these or any other recognized source may be used. All DCMC resources will be utilized to provide the necessary training. If program offices provide training to their engineers, district Workforce Development in conjunction with their Customer Liaison Representative will attempt to obtain the training for field engineers. If the supervisor/CAO can not provide the training, district Workforce Development, headquarters, etc., will attempt to do so.

6. If the expertise can not be obtained in a timely and cost efficient manner, DCMC will make a technical expert from within the command available, based on the engineering skills survey database. If a technical expert does not exist, we will "contract in" within the DoD community to obtain one, or "contract out" to a consulting service if the need demands it.

7. The training matrix identifies required and recommended training.

REQUIRED TRAINING:

a. The DCMC Engineering Surveillance and Evaluation course is required for all engineers.

b. For the engineering functional areas (System Safety, Reliability & Maintainability, etc), if a contract/program requirement exists, as a minimum, one engineer from the CAO must obtain the introductory and/or advanced training noted in the engineering functional area matrix.

c. Any specialized technology/technology management area of expertise required by the contract/program office, as noted on the engineering requirements/skills survey, for which the CAO does not have personnel at least "*****somewhat knowledgeable" through training, education, or experience, requires that training be obtained.

d. The degree of expertise needed is to be determined by the engineer and supervisor. If an employee is "somewhat knowledgeable" about an engineering area, but "******fully knowledgeable" is considered the requirement, then training must be obtained.

e. Any training matrix process/task for which there is a requirement and the requisite competency is not evident within the CAO or possessed by the responsible employee, requires training be obtained. Refer to the suggested course list/training sources or contact Workforce Development.

f. It is required that each engineer be DAWIA certified in the proper career field at the development level associated with their grade.

RECOMMENDED TRAINING:

a. The engineering functional area matrix contains the recommended introductory and advanced level courses, or OJT, each engineer should strive to obtain and/or CAO strive to provide.

b. Any specialized technology/technology management area of expertise required by the contract/program office, as noted on the engineering requirements/skills survey, for which the CAO only has personnel "somewhat knowledgeable," it is recommended that training be obtained to make the employee "fully knowledgeable".

*****Somewhat Knowledgeable - As defined by the Engineering/Requirements Skills Survey:

"Somewhat knowledgeable in the subject area. Possesses enough experience/training to perform sufficient, though limited, engineering surveillance/analysis activities at the contractor's facility."

******Fully Knowledgeable - As defined by the Engineering/Requirements Skills Survey:

"Fully knowledgeable in the subject area. Possesses the experience/training necessary to perform all engineering surveillance/analysis activities in most contractor falilities."

ATTACHMENT 5B
ENGINEERING FUNCTIONAL AREA MATRIX

FUNCTIONAL AREA	INTRODUCTORY COURSE	ADVANCED COURSE
ENGINEERING SURVEILLANCE	X	
MANUFACTURING	X	
SYSTEMS ENGINEERING	X	
RELIABILITY & MAINTAINABILITY	X	X
TSNs	X	
LOGISTICS	X	X
ENVIRONMENTAL MANAGEMENT	X	
FIRST ARTICLE TEST	OJT	
TECHNICAL DATA	X	
TEST & EVALUATION	X	
C/SCSC	X	
HUMAN FACTORS ENGINEERING	OJT	
DESIGN TO COST	X	
SYSTEMS SAFETY	X	X

CONFIGURATION MANAGEMENT	X	X

ATTACHMENT 5C
TRAINING MATRIX FOR SYSTEMS ENGINEERING
GENERAL/CORE AREA

PROCESS/TASK	COMPETENCIES	DCMC TRAINING & DEVELOPMENT GUIDELINES	DAWIA TRAINING REQUIREMENTS **Career Field**: Systems Planning , Research, Development and Engineering
* Review contract for system engineering requirements. * Review / read applicable specifications and standards * Review contractors' systems engineering procedures * Determine whether procedures fulfill contracts requirements * Obtain contractor's planning documentation * Witness and track key milestones * Review & understand contractor's systems engineering plan * Distinguish between recurring and nonrecurring effort * Ensure AO's on CDRL distribution list * Assure the calibration of test equipment is properly accomplished * Participate in the planning meetings with the contractor * Write MOAs to flow down requirements to subcontractors * Develop relationship with Buying Agency's SME and/or focal points	*Ability to read and interpret contract (SOW, CDRLs, CLINs) for technical requirements. * Ability to compare contractual requirements to contractor's engineering processes and procedures. * Ability to review and analyze contractor's organizational structure, IPTs, functional elements and organizational breakdown structure (OBS). * Knowledge of work scheduling techniques (PERT, CPM, GANTT, Milestone charts, etc.). * Skill and knowledge in review & analysis of contractors reports & documentation & making objective recommendations. * Skill & ability to document & communicate contractual inadequacies (CDRL, distribution problems, inappropriate contractual callouts, missing documents, etc.).	**Required Core Training:** * DCMC Engineering Surveillance and Evaluation course **Determining Specialty Requirements**: * Engineering Functional Area - If contract/program requirement exists & - No CAO engineer has necessary training See: Engineering Functional Area matrix * Any specialized technology/technology management area - If required by contract/program & - No CAO engineer is at least "somewhat knowledgeable", *see* page 4 & 5 * Any specialized technology/technology management area -If required by contract/program & -CAO only has personnel "somewhat knowledgeable" & -"Fully knowledgeable" is considered the requirement, *see* page 4 and 5 in this guide *Definitions for* "**somewhat knowledgeable**" and "**Fully knowledgable**" are in the "Engineering Training Matrices Preface", bottom of page 2 Continued on next page	Level I (GS5-7) * ACQ 101 Fundamentals of Systems Acquisition Management * One year experience in science or engineering Level II (GS 9-12) * ACQ 201 Intermediate Systems Acquisition * SYS 201 Intermediate Systems Planning , Research, Development and Engineering * Two years experience in science or engineering one year of which in an acquisition position *Desired*: 1 DAU Level 100 or 200 course from the other acquisition career fields Level III (GS 13 and above) * SYS 301 Advanced Systems Planning , Research, Development and Engineering *Desired*: 1 DAU Level 200 or 300 course from the other acquisition career fields

PROCESS/TASK	COMPETENCIES	DCMC TRAINING & DEVELOPMENT GUIDELINES	DAWIA TRAINING REQUIREMENTS **Career Field**: Systems Planning , Research, Development and Engineering
* Develop and maintain customer counterpart relationship * Develop AO systems engineering plan * Perform risk analysis to prioritize tasks * Define resource requirements for each task * Obtain and analyze CPM data on specific sys eng tasks * Evaluate contractor's facilities/ capabilities/capacity to perform tests * Ensure adequate GFE and support equipment to meet program schedule * Assure AO has capability to witness tests (QAR) and comment on test design (Eng) *Continued on next page*	* Ability to establish effective working interpersonal relationships. * Ability to communicate orally & in writing (including technical reports) * Ability to prepare MOAs, MOUs & delegations. * Skill & knowledge in developing CAO engineering surveillance plan * Knowledge & skills in understanding & application of risk management techniques and practices. * Ability to locate, read, & apply contractual requirements (applicable specs, STDs, etc.). *Continued on next page*	**Determining Specialty Requirements:** * Any Training Matrix Competency -If the process/task is a contract/program requirement & -Requisite competency is not evident in CAO/employee ***See*** "Recommended" training lists * DAWIA certification in proper career field at development level associated with grade. ***See*** DAWIA listing or DAU catalog	*See previous page*

PROCESS/TASK	COMPETENCIES	DCMC TRAINING & DEVELOPMENT GUIDELINES	DAWIA TRAINING REQUIREMENTS **Career Field**: Systems Planning , Research, Development and Engineering
* Early CAS: Assess contractor's capabilities and determine needs to meet program objectives * Determine whether AO has adequate staff to assure contractor performance * Determine whether contractor has tracking system for CDRL and other deliverable engineering items * Test contractor's practices against his stated procedures	* Knowledge of CPM disciplines & cost accounting management. * Ability to understand & evaluate contractor's facilities, capabilities & capacity, to meet contractual technical performance, cost & scheduling requirements. * Knowledge & understanding of early CAS source selection process. * Ability to manage resources effectively: time, equipment, materials. * Knowledge of contract law and skill in its application to CAS functions. * Knowledge of acquisition strategy & development processes. * Knowledge of statistical theory, practices, & modeling techniques. * Knowledge of cost estimating techniques. * Knowledge of engineering drawing practices. * Knowledge of computer (CAD/CAM) & factory & product simulation techniques. * Ability to use computer (PC) hardware & software, common KSAs. Continued on next page	**Recommended Training** **Engineering Functional Area**: * Introductory/Advanced courses and OJT as called out in the Engineering Functional Area Matrix **Any specialized technology/ technology management area**: * If required by contract/program & * CAO only has personnel "somewhat knowledgeable" Continued on next page	*See page 1*
PROCESS/TASK	**COMPETENCIES**	**DCMC TRAINING & DEVELOPMENT GUIDELINES**	**DAWIA TRAINING REQUIREMENTS** **Career Field**: Systems Planning , Research,

			Development and Engineering
	* Skill in flowcharting & flow analysis of processes. * Knowledge of FAR * Ability to read and interpret Work Break Down Structure (WBS), Statements of Work (SOWs), Request for Proposals (RFPs) * Knowledge of current manufacturing processes * Knowledge of the negotiation process * Knowledge of the acquisition process * Ability to communicate effectively * Knowledge of Mil-Std 13881 * Knowledge of ISO 9000 * Knowledge of DIDs * Knowledge of PROCAS * Knowledge of One Book * Knowledge of contractor's POC * Ability to review high risk area's (failure modes, spares support) * Knowledge of TSN * Knowledge of schedules * Knowledge of R & M requirements * Ability to apply mathematics concepts (algebra and statistics) * Knowledge of parts Continued on next page	**Potential Training Sources and/or Sources of Information**: * Courses from the following schools: AMEC, AFIT, DSMC, or DCPSO *for example*: * PQM 301 Defense Acquisition Engineering, Manufacturing, and Quality Assurance * ACQ 201 Intermediate Systems Acquisition * SYS 201 Intermediate Systems Planning , Research, Development and Engineering * SYS 301 Advanced Systems Planning , Research, Development and Engineering * DA01 DCMC Contract Administration course * LOG 101 Acquisition Logistics Fundamentals * LOG 201 Intermediate Acquisition Logistics * CON 101 Contracting Fundamentals * CON201 Government Contract Law * AMEC/AFIT R & M Course * SYS228 Configuration Management * Systems Safety Management course Continued on next page	*See page 1*
PROCESS/TASK	**COMPETENCIES**	**DCMC TRAINING & DEVELOPMENT GUIDELINES**	**DAWIA TRAINING REQUIREMENTS** **Career Field**: Systems Planning , Research, Development and Engineering
	* Knowledge of specifications and standards	**Potential Training Sources and/or Sources of Information**, continued:	*See page 1*

	* Knowledge of R & M and ILS activities * Knowledge of repair levels (line, shop, depot) * Knowledge of contract test requirements * Ability to test procedures and schedule requirements * Ability to read, analyze, and interpret block diagrams * Ability to analyze trade study results	* Training offered through any of the following: Program office Local colleges/universities Conferences/symposiums On-the-job training Professional societies Trade fairs Professional journals ***Check*** with you Training Office or Workforce Development Office for availablity of training and enrollment assistance.	

ATTACHMENT 6
TRAINING MATRIX FOR SOFTWARE PERSONNEL

Detailed information about software training requirements are in the "Software Professional Development Program, Interim Training Guide", January 1995. The matrix below is a summary of what is in the guide.

SPECIALTY AREA	JOB SERIES/ JOB TITLE	DCMC TRAINING AND DEVELOPMENT REQUIREMENTS	DAWIA TRAINING REQUIREMENTS
Software Surveillance	*GS8xx Engineer * GS1910 QAS, Quality Assurance Spec. * GS334 Computer Specialist * GS1550 Computer Scientest * GS 1150 Industrial Spec.	Level I (Skill Area Code: **QX1**) * Q/E12 Digital Principles and Applications * Q/S38 Microprocessor Fundamentals * F/XOA Introduction to Structured Programming * F/SSF Software Surveillance Fundamentals * F/SSWORK 1 Mentor-Guided Work Experience Associated with SSF Level II (Skill Area Code **QX2**) * F/SXX Intro. to Structured Design & Analysis * F/ADA Ada Programming * F/SSA Software Surveillance Applications * F/SSWORK 2 Mentor-Guided Work Experience Associated with SSA * F/SSE Software Surveillance Evaluations * F/SSWORK 3 Mentor-Guided Work Experience Associated with SSE * F/CAP Capability Maturity Model Level III (Skill Area Code QX3) Training is customized to meet the individual's work assignment or talents. See "Software Professional Development Program, Interim Training Guide", January 1995 for details.	*See applicable job series/career field* Career fields include: * Systems Planning, Research, Development and Engineering * Manufacturing, Production, and Quality Assurance * Communications - Computer Systems * Program Management * Test and Evaluation * Acquisitions Logistics

SPECIALTY AREA	JOB SERIES/ JOB TITLE	DCMC TRAINING AND DEVELOPMENT REQUIREMENTS	DAWIA TRAINING REQUIREMENTS **Career Field**: Manufacturing, Production, and Quality Assurance **
Responsibility for facilities or items using Automatic Test Equipment	GS 1910 Quality Assurance Spec.; GS8XXEngineer; GS334 Computer Specialist; GS 1150 Industrial Spec.	Q/S32 Automatic Test Equipment	*See applicable job series/career field*
Involvement with contracts which cite ISO QA standards	GS 1910 Quality Assurance Spec.; GS8XXEngineer; GS334 Computer Specialist; GS 1150 Industrial Spec.	F/IS 9003 Introduction to ISO 9000-3 Guidelines for Software Quality	*See applicable job series/career field*
Responsibility for contracts utilizing Basic Software Language	GS 1910 Quality Assurance Spec.; GS8XXEngineer; GS334 Computer Specialist; GS 1150 Industrial Spec.	Q/X31 Beginners All-Purpose Symbolic Instruction Code (BASIC)	*See applicable job series/career field*
SPECIALTY AREA	**JOB SERIES/ JOB TITLE**	**DCMC TRAINING AND DEVELOPMENT REQUIREMENTS**	**DAWIA TRAINING REQUIREMENTS** **Career Field**: Manufacturing, Production, and Quality Assurance **

Responsibility for contracts utilizing Assembly Software Language	GS 1910 Quality Assurance Spec.; GS8XXEngineer; GS334 Computer Specialist; GS 1150 Industrial Spec.	* Q/X35 Assembly Language	*See applicable job series/career field*
Responsibility for contracts invoking software Reliability requirements	GS 1910 Quality Assurance Spec.; GS8XXEngineer; GS334 Computer Specialist; GS 1150 Industrial Spec.	Q/X62 Software Reliability	*See applicable job series/career field*
Responsibility for contracts utilizing FORTRAN (Formula Translation)	GS 1910 Quality Assurance Spec.; GS8XXEngineer; GS334 Computer Specialist; GS 1150 Industrial Spec.	Q/X36 Formula Translation (FORTRAN)	*See applicable job series/career field*
SPECIALTY AREA	**JOB SERIES/ JOB TITLE**	**DCMC TRAINING AND DEVELOPMENT REQUIREMENTS**	**DAWIA TRAINING REQUIREMENTS** **Career Field**: Manufacturing, Production, and Quality Assurance **
Responsibility for contracts utilizing ATLAS software language	GS 1910 Quality Assurance Spec.; GS8XXEngineer; GS334 Computer	Q/X37 Abbreviated Test Language for all Systems (ATLAS)	*See applicable job series/career field*

	Specialist; GS 1150 Industrial Spec.		
Responsibility for contracts utilizing JOVIAL software language	GS 1910 Quality Assurance Spec.; GS8XXEngineer; GS334 Computer Specialist; GS 1150 Industrial Spec.	Q/X39 Jules' Own Version of the International Algebraic Language	*See applicable job series/career field*
Responsibility for NASA delegations	GS 1910 Quality Assurance Spec.; GS8XXEngineer; GS334 Computer Specialist; GS 1150 Industrial Spec.	* Q/U06 DCMC Quality Assurance Support of NASA * Q/U06B DCMC Support of NASA Update	*See applicable job series/career field*
SPECIALTY AREA	**JOB SERIES/ JOB TITLE**	**DCMC TRAINING AND DEVELOPMENT REQUIREMENTS**	**DAWIA TRAINING REQUIREMENTS** **Career Field**: Manufacturing, Production, and Quality Assurance **
Manage or supervise software surveillance/ software professionals	GS 1101 et al Team Leaders, managers, and supervisors; DCMC District and CAO staff	* F/M32B Software Surveillance Concepts for Managers	*See applicable job series/career field*
Manage software	Commanders	* F/M32A Software Surveillance Concepts for	*See applicable job series/career field*

surveillance/ software professionals		Commanders	

ATTACHMENT 7
TRAINING MATRIX FOR ENVIRONMENTAL PERSONNEL

SPECIALTY AREA	JOB SERIES/ JOB TITLE	DCMC TRAINING AND DEVELOPMENT REQUIREMENTS	DAWIA TRAINING REQUIREMENTS **Career Field**: Manufacturing, Production, and Quality Assurance
Environmental	GS 0028 Environmental Manager, Environmental Specialist; GS0819 Environmental Engineer; GS 0018 Specialized Safety	* Basic Environmental Staff Course * Hazardous Waste Management * Pollution Prevention * Clean Air and Water Acts ***Note:*** Beginning March, 1997, the above four courses will be consolidated into a four-week **required** course designed specifically for DCMC, **Environmental Monitor's Course**. Some of the four courses listed above may still be available locally, but they may not be geared toward DCMC employees. Equivalency will be determined by the District Workforce Development Directorate. * Environmental Considerations in the Management of Department Of Defense (DoD) Contracts ** *See* " DCMC Environmental Support Program Guidance and Implementation Document" dated 11 October 1994 for course descriptions.	Level I (GS 5-7) * ACQ 101 Fundamentals of Systems Acquisition Management * PQM 101 Production and Quality Management Fundamentals Level II (GS 9-12) * ACQ 201 Intermediate Systems Acquisition * PQM 201 Intermediate Production and Quality Management Level III * PQM 301 Advanced Production and Quality Management
Environmental: Refresher Training	same as above	Environmental Monitor's Annual Refresher Training	same as above

SPECIALTY AREA	JOB SERIES/ JOB TITLE	DCMC TRAINING AND DEVELOPMENT REQUIREMENTS	DAWIA TRAINING REQUIREMENTS **Career Field**:n/a
Environmental Monitoring	any DCMC job series (functional)	* Basic Environmental Staff Course * Hazardous Waste Management * Pollution Prevention * Clean Air and Water Acts ***Note:*** Beginning March, 1997, the above four courses will be consolidated into a four-week **required** course designed specifically for DCMC, **Environmental Monitor's Course**. Some of the four courses listed above may still be available locally, but they may not be geared toward DCMC employees. Equivalency will be determined by the District Workforce Development Directorate. * Environmental Considerations in the Management of Department Of Defense (DoD) Contracts **	*See applicable job series/career field*
All DCMC functional personnel	various	* Environmental Considerations in the Management of Department of Defense (DoD) Contracts **	n/a

** Training will be provided by the technical personnel; i.e., Environmental Specialists, Managers, and Engineers, to the remainder of the DCMC workforce .

ATTACHMENT 8
GFR COMPETENCIES

(taken form the objectives of the GFR course)

* Knowledge of flight operations
* Knowledge of industrial safety, fire protection and aircraft rescue, and fire fighting
* Be able to ensure safe flight and ground operations
* Be able to identify GFR requirements in an aviation contract
* Knowledge of all relevant regulations and publications for aviation contracts
*Ability to review contractor's procedures to determine if they will ensure safe and effective operations
* Ability to approve or disapprove contractor's procedures
* Ability to perform risk assessment
* Ability to issue a flight approval form
* Ability to identify APT roles and responsibilities
* Ability to recognize and troubleshoot problems to ensure safe operations and compliance
* Ability to monitor ground operations
* Ability to complete a Contractor Flight and Ground Operations survey
* Ability to identify causes and follow appropriate procedures for assessing and managing risk of loss/mishaps.

See also attached OJT checklist

ATTACHMENT 9
TRAINING MATRIX FOR PROGRAM INTEGRATION

PST Members *See* Program Support Team Training Matrix

SPECIALTY	PROCESS/TASK	COMPETENCIES	DCMC TRAINING & DEVELOPMENT GUIDELINES	DAWIA TRAINING REQUIREMENTS Career Field: Program Management
Program Integration	Serve as Team Leader	* leadership skills * comm. skills--oral, written, & briefing * marketing skills * s to conduct eff mtgs	Recommended: * Government or commercial vendor course * OJT	Level I * ACQ 101 Fundamentals of Systems Acquisition Management Level II * ACQ 201 Intermediate Systems Acquisition Level III *mandatory for PIs, Program Analysts, assigned to ACAT I or II programs:* * PMT 302 Advanced Program Management or predcessor PMT 301 Program Management Course
		* k of the PI process * k of team members' functional roles * conflict management skills * s in problem-solving	Required: * Program Integrator (PI) course * 3 years after attending PI course: Advanced Program Integrator course (to be developed) Note: Advanced PI course should be repeated every three years	
		k of the difference between program and contractual matters	Recommended: * ACQ201 Intermediate Systems Acquisition * DA 01 DCMC Contract Administration *PMT302 Advanced Program Management	
		knowledge of program, political environment	Recommended: OJT	
SPECIALTY	**PROCESS/TASK**	**COMPETENCIES**	**DCMC TRAINING & DEVELOPMENT GUIDELINES**	**DAWIA TRAINING REQUIREMENTS** Career Field: Program Management

Program Integration	* review contract * identify specific contractual requirements	* knowledge of the implications to the PI based on type of contract and risk involved * able to describe/evaluate contractor capability * determine what acquisition phase the program is in * identify milestones	Required: * Program Integrator (PI) course * Every 3 years after attending PI course: Advanced Program Integrator course (to be developed) Note: Advanced PI course should be repeated every three years	*See page 1*
			Recommended: * DA 01 DCMC Contract Administration course * ACQ201 Intermediate Systems Acquisition	
		* identify contractor make or buy decisions * know the subcontracting process and what that decision implies to program integration	Recommended: * ACQ 201 Intermediate Systems Acquisition * OJT	
SPECIALTY	**PROCESS/TASK**	**COMPETENCIES**	**DCMC TRAINING & DEVELOPMENT GUIDELINES**	**DAWIA TRAINING REQUIREMENTS** Career Field: Program Management
Program Integration	Serve as public relations person between Program Office and CAO (DCMC) and contractor.	* understand the CAS process * know use & contents of FAR, DFARS * knowledge of organization structure (contractor, DCMC, and buying activity) * knowledge of CAO products and capabilities	Required: * Program Integrator (PI) course * Every 3 years after attending PI course: Advanced Program Integrator course (to be developed) Note: Advanced PI course should be repeated every three years	*See page 1*
			Recommended: * DA 01 DCMC Contract Administration course * OJT	

		* understand the acquisition process * understand the weapons system life cycle	Required: * Program Integrator (PI) course * Every 3 years after attending PI course: Advanced Program Integrator course (to be developed)	
		knowledge of the contractor's program management process	Recommended: * OJT * ACQ 201 Intermediate Systems Acquisition * PMT 302 Advanced Program Management	
SPECIALTY	**PROCESS/TASK**	**COMPETENCIES**	**DCMC TRAINING & DEVELOPMENT GUIDELINES**	**DAWIA TRAINING REQUIREMENTS** Career Field: Program Management
Program Integration	Prepare PSD and Bellringer reports	* how to prepare bellringer and/or PSD * computer skills (spreadsheets, databases, e-mail, etc.) * report writing skills * knowledge of reporting requirements * knowledge of the purpose of PSD	Recommended: * local or vendor training * PI course	*See page 1*
		* skill in using application software (bellringer, PSD) * knowledge of report formats	Recommended: * PI course	
Program Integration	prepare MOAs	* ability to take customer's technical requirements and tailoring it to a working agreement between the PM and CAO * knowledge of contents of MOA	Required: * Program Integrator (PI) course * Every 3 years after attending PI course: Advanced Program Integrator course (to be developed) Note: Advanced PI course should be repeated every three years	*See page 1*

			Recommended: * ACQ 201 Intermediate Systems Acquisition	
		ability to negotiate	Recommended: local training	
SPECIALTY	**PROCESS/TASK**	**COMPETENCIES**	**DCMC TRAINING & DEVELOPMENT GUIDELINES**	**DAWIA TRAINING REQUIREMENTS** Career Field: Program Management
Program Integration	Coordinate preparation and execution of the surveillance plan	* identify which disciplines/subject areas need to be addressed * know format of surveillance plan * ability to identify the method of CAS surveillance needed	Required: * Program Integrator (PI) course * Every 3 years after attending PI course: Advanced Program Integrator course (to be developed) Note: Advanced PI course should be repeated every three years	*See page 1*
			Recommended: ACQ201 Intermediate Systems Acquisition	
		* ability to conduct risk assessment * knowledge of the techniques and tools for assessment * ability to select appropriate techniques and tools	Recommended: * PROCAS training * S81 Statistical Process Control (SPC)	
		ability to develop strategy for tracking action items	Recommended: local computer software training	
		knowledge. of award fee structure and process	Recommended: * OJT * ACQ 201 Intermediate Systems Acquisition * PMT 302 Advanced Program Management	
SPECIALTY	**PROCESS/TASK**	**COMPETENCIES**	**DCMC TRAINING & DEVELOPMENT GUIDELINES**	**DAWIA TRAINING REQUIREMENTS** Career Field: Program Management

Program Integration	Participate in informal and formal Program Reviews	* knowledge of what program reviews are, process, and purpose * knowledge of types of program reviews * knowledge of which team members need to attend reviews * knowledge of where to find program review requirements (formal) * knowledge of implications of program reviews * knowledge of the PI's purpose, what he/she brings to the table	Required: * Program Integrator PI course * Every 3 years after attending PI course: Advanced Program Integrator course (to be developed) Note: Advanced PI course should be repeated every three years Recommended: * ACQ 201 Intermediate Systems Acquisition * PMT 302 Advanced Program Management	*See page 1*
SPECIALTY	**PROCESS/TASK**	**COMPETENCIES**	**DCMC TRAINING & DEVELOPMENT GUIDELINES**	**DAWIA TRAINING REQUIREMENTS** Career Field: Program Management
Program Integration	Perform Early CAS/pre-CAS functions	* knowledge of source selection process * knowledge of RFP process	Required: * Program Integrator PI course * Every 3 years after attending PI course: Advanced Program Integrator course (to be developed) Note: Advanced PI course should be repeated every three years Recommended: * ACQ 201 Intermediate Systems Acquisition * PMT 302 Advanced Program Management	*See page 1*
		* ability to analyze historical performance data * ability to identify what is being bought	Required: * Program Integrator PI course * Every 3 years after attending PI course: Advanced Program Integrator course (to be developed) Note: Advanced PI course should be repeated every three years	

			Recommended: * OJT * ACQ201 Intermediate Systems Acquisition	
SPECIALTY	**PROCESS/TASK**	**COMPETENCIES**	**DCMC TRAINING & DEVELOPMENT GUIDELINES**	**DAWIA TRAINING REQUIREMENTS** Career Field: Program Management
Program Integration	Develop and manage SPI network	* identify major critical subcontractors/GFE * identify Support Contract Administration (SCA) requirements * know how to issue request to CAO * knowledge of reporting requirements	Required: * Program Integrator PI course * Every 3 years after attending PI course: Advanced Program Integrator course (to be developed) Note: Advanced PI course should be repeated every three years	*See page 1*
			Recommended: * One Book	
		* know how to evaluate/monitor subcontractor actions and impact on program * knowledge of prime's subcontractor management	Required: * Program Integrator PI course * Every 3 years after attending PI course: Advanced Program Integrator course (to be developed) Note: Advanced PI course should be repeated every three years	
			Recommended: * OJT	

ATTACHMENT 10A
TRAINING MATRIX FOR SPECIALIZED SAFETY

CERTIFICATION AREA	JOB SERIES/ JOB TITLE	DCMC TRAINING AND DEVELOPMENT REQUIREMENTS	DAWIA TRAINING REQUIREMENTS **Career Field**: Manufacturing, Production, and Quality Assurance
General Industrial	GS 0018 Safety and Occupational Health Specialist	* IS1 Contracts Management * IS2 Electrical Safety * IS3 Fire Prevention/ Protection * IS4 Safety Management * IS5 Mishap Investigation/Reporting * IS6 Occupational Safety and Health * IS7 Cross Training at other DCMAO/ DPROs * IS8 Into Plane Fueling (AKA J07) *See* "Specialized Safety Certification Program", ** Appendix B, Part 1 and 2 for detailed information for acquiring and maintaining certification	Level I (GS 5-7) * ACQ 101 Fundamentals of Systems Acquisition Management * PQM 101 Production and Quality Management Fundamentals Level II (GS 9-12) * ACQ 201 Intermediate Systems Acquisition * PQM 201 Intermediate Production and Quality Management Level III * PQM 301 Advanced Production and Quality Management
Chemical Surety Materials	GS 0018 Safety and Occupational Health Specialist	* Completion of the Industrial Safety certification requirements (above) * IC1 Chemical Surety Materials	
CERTIFICATION	**JOB SERIES/**	**DCMC TRAINING AND DEVELOPMENT**	**DAWIA TRAINING REQUIREMENTS** **Career Field**: Manufacturing, Production, and

AREA	JOB TITLE	REQUIREMENTS	Quality Assurance
Aircraft Ground Safety	GS 0018 Safety and Occupational Health Specialist	* Completion of the Industrial Safety certification requirements (above) * IA1 Aircraft Ground Safety *Certification also includes:* * Crosstraining	
Explosives	GS 0018 Safety and Occupational Health Specialist	* ES1 Explosives Safety for Defense Contractors * ES2 US Army Explosives Safety * ES3 Chemistry of Pyrotechnics and Explosives * ES4 Electrical Explosives Safety * ES5 Preparation and Review of SOPs * ES6 Crosstraining at Ammunition Plants *See* "Specialized Safety Certification Program", ** for detailed information for acquiring and maintaining certification	
Maritime	GS 0018 Safety and Occupational Health Specialist	* Ship Orientation * NAVOSH training (MSC School) * Basic Shipboard Fire Fighting * ISO/ISM 9000 training *Certification also includes:* * Certification in general Industrial Safety * Satisfactory completion of at least two safety surveys in the company of a Safety Specialist certified in Maritime Safety	

** "Specialized Safety Certification Program" is located after the last training matrix in this policy letter

ATTACHMENT 10B
SPECIALIZED SAFETY CERTIFICATION PROGRAM

1. SPECIALIZED SAFETY CERTIFICATION PROGRAM

a. Specialized Safety personnel with current certification(s) under criteria of previous methods granting certifications are considered certified under this revised certification program. However, these personnel should attend any prescribed courses under this revision that they have not previously attended to assure currency of knowledge and provide proper employee development.

b. Students enrolled in the DLA Intern Program for Specialized Safety are not participants in this certification program. Therefore, these students will not receive certification during enrollment in the intern program. However, requirements of both programs have intentionally been maintained at a comparable level so that interns completing their individual training plan (ITP) will, upon graduation, be eligible for Explosives and general Industrial Safety Certification. Interns must submit all applicable supporting documentation through their supervisor to the District Safety Manager for review and certification action.

c. This certification program encompasses two professional areas: explosives and industrial safety. Industrial safety includes Chemical Surety Materials (CSM) and Aircraft as separate certification elements of the program. Safety surveys/visits in any of these areas will not be performed independently by personnel who are not formally certified.

d. Personnel enter the Specialized Safety Program with varying degrees of safety related training and/or experience. Therefore, the following qualification criteria for explosives and/or industrial safety certification are available. Each contain a combination of formal training and experience which establishes a minimum set of certification criteria for satisfactory performance of Specialized Safety functions. They emphasize training when experience is lacking and stress experience when sufficient training has not been accomplished. This provides for the acceptance of individuals with widely varied backgrounds. The time frames used are not absolute but must be used to provide relative currency and consistency of knowledge and application.

(1) INDUSTRIAL SAFETY CERTIFICATION:

(a) General Industrial Safety

(1) Satisfactory completion of all mandatory or

equivalent general industrial safety training within the past 10 years and;

(2) Have had 3 years safety experience within the last 6 years, the majority of which was in general Industrial Safety, OR have had at least 1 year of satisfactory hands-on safety experience at industrial facilities while accompanied by certified safety personnel.

A percentage (not to exceed 33 percent) of A&E survey work performance related to Industrial Safety may be used to fulfill industrial experience requirements.

(b) Chemical Surety Material (CSM):

(1) Certified in general Industrial Safety;

(2) Completed an approved chemical surety course; and

(3) Satisfactory completion of at least two safety surveys in the company of a Safety Specialist certified in CSM. (One of these surveys must be conducted during a Edgewood Research, Development and Engineering Center (ERDEC) review.)

(c) Aircraft Ground Safety:

(1) Certified in general Industrial Safety;

(2) Completed an approved Aircraft Ground Safety course; and

(3) Satisfactory completion of at least one safety survey in the company of a Safety Specialist certified in Aircraft Ground Safety.

(2) EXPLOSIVES SAFETY CERTIFICATION:

(a) Certified in general Industrial Safety;

(b) Satisfactory completion of all mandatory or equivalent Explosives Safety training within the past 10 years; and

(c) Have had 3 years safety experience within the last 6 years, the majority of which was in explosives production/manufacturing, OR in the company of certified safety personnel, have conducted at least three satisfactory safety surveys at each type of explosives facility for which they will be responsible. The number of surveys may be reduced based upon recent Explosives Safety experience in an A&E production/manufacturing environment.

e. It is recognized that certain qualifications and/or safety workload and complexity may warrant exceptions to the above certification criteria. Therefore, the following certification levels are established to allow greater flexibility for the use and progress of DCMC Specialized Safety personnel:

(1) Provisional Certification: During the District Specialized

Safety Manager's continuing review and evaluation of the candidate's progress in training and experience, it may be determined that the candidate has attained the ability to conduct independent surveys/visits at selected contractor facilities prior to completion of all certification requirements. Based upon this determination the District Specialized Safety Manager may grant Provisional Certification to the Specialist. The District Specialized Safety Manager must fully document this determination and forward an information copy of this documentation to AQCOI. Provisional certification may be granted for a specific duration of time normally not to exceed one year. Selection of facilities to be surveyed independently by the candidate will be limited by the following guidelines:

(a) Industrial facilities must not present hazards or system complexities which exceed the candidate's current capabilities.

(b) Explosives facilities will be limited to those involving encapsulated explosives and/or which present minimal explosives hazards to Government personnel and production capability.

(c) In both cases, the contractor must have a favorable and cooperative safety history, and the District Specialized Safety Manager must review and approve all survey reports written by the candidate. If the candidate is collocated with a certified Safety Specialist, the certified Safety Specialist may review and approve all survey reports.

(2) Limited Certification: The ammunition and explosives survey workloads assigned to Safety Specialists vary in degree of hazard involved and experience to be gained through performance. It is considered prudent to establish a level of Explosives Certification which recognizes this difference and still allows progression to full certification. Therefore, Limited Explosives Safety Certification may be granted to Safety Specialists whose assigned explosives facilities present only minimal explosives hazards to Government personnel and production capability; e.g., static storage, small amounts of relatively insensitive explosives, encapsulated munitions, etc. District Safety Managers may grant Limited Explosives Certification on an individual basis using the above criteria. District Specialized Safety Managers will provide opportunities for those Safety Specialists who have attained Limited Explosives Certification for further explosives training and experience which will equip them for full Explosives Safety Certification

when assigned explosives workload warrants.

(3) Occasionally, certified safety personnel transfer into other DCMD locations which present different types and degrees of hazard. Supervisors or hiring authorities should be alert to these situations and should request the District Safety Manager provide a thorough evaluation of transferring safety personnel qualifications prior to allowing them to perform independent surveys. The District Safety Manager will assist the Safety Specialist's supervisor to develop a training plan for the newly transferred employee. This also applies to personnel returning to DLA after an absence, provided they meet the currency requirements of this program. The District Safety Manager will document status of the individual's certification and recommend additional training, if necessary, for the current assignment.

3. CERTIFICATION PLANNING AND DOCUMENTATION.

a. The District Specialized Safety Manager, upon determining that certification is required for one or more safety personnel, will accomplish the following as a minimum:

(1) Assist the Safety Specialist's supervisor in developing an individualized training plan in accordance with the requirements of this program.

(2) Assist in the development of a milestone document which depicts and tracks each requirement.

(3) Approve requests for formal training and experience equivalencies.

(4) Require documentation from Safety Specialist/Managers conducting OJT, stating that survey/visit was accomplished satisfactorily and include in certification candidate's file. Documentation must specifically include evaluation of the candidate's performance in major areas of the survey (i.e., technical knowledge, knowledge of contract administration, conduct of the survey, report documentation, etc.)

b. The District Specialized Safety Manager is responsible for reviewing and evaluating the certification status of all subordinate level Safety Specialists on a recurring basis. The following information on all safety personnel will be maintained:

(1) Name of individual.
(2) Organizational location.
(3) Areas in which certified.
(4) Date of each certification.
(5) Certification maintenance training date.

(6) Course or OJT taken.
(7) Equivalency requested.
(8) Equivalency granted by the District Safety Manager.
(9) Plan to maintain currency.

4. CERTIFICATION REQUESTS AND APPROVAL.

a. Requests for safety certification will be initiated by the candidate's supervisor. The submission together with the supervisor's recommendation for certification will be submitted to the District Safety Manager. Requests will contain the following:

(1) Type(s) of certification being requested.

(2) The method or combination of methods selected from para 2.d above.

(3) A list of mandatory training courses and dates completed. If equivalent training is substituted for a required course, the following information must be provided: course title for which equivalency is being requested, equivalent course title, course sponsor or proponent, course location, course length in classroom hours, detailed course description or detailed course outline.

(4) A complete description of previous safety experience, to include types of duties performed, inclusive dates of employment, job title and series, special awards/projects, and detailed experience in DLA, Specialized Safety.

b. The District Safety Manager will review the application for conformance with applicable criteria of this program. If the candidate meets appropriate criteria, a letter of approval will be prepared by the District Safety Manager and submitted through AQCOI for informational review. AQCOI will then forward the reviewed packages to the District Commander for signature. If the criteria is not satisfied, sufficient formal guidance will be provided to the candidate, through the supervisor, to resolve through submission of additional training and/or experience.

c. When a certification request is approved, the candidate will receive a certification letter and certificate (DLA Form 1584) signed by the District Commander. These documents will contain area(s) of certification, date of certification, and limitations, if any.

5. EQUIVALENT TRAINING. District Specialized Safety Managers are responsible for reviewing a certification candidate's qualifications

to determine if equivalent training or experience exists. Equivalency credit may be received when the candidate has successfully completed a similar course to those prescribed and/or has experience in the Explosives or Industrial Safety area. All requests for equivalency credit in safety training or experience for a certification candidate will be submitted to the District Safety Manager for approval prior to requesting certification. (NOTE: District Safety Managers will provide justification for any equivalency granted. The documentation for the justification of equivalency will be included in the certification candidates submission.)

6. CERTIFICATION CURRENCY.

a. Certified Specialized Safety personnel are responsible for maintaining certification currency. Specialized Safety personnel are required to obtain the following training within the prescribed time limits to remain certified. The time requirements for currency training will be begin initially with the original date of certification and will subsequently be based on the date of the most recent currency training successfully completed. All courses used to maintain currency will be coordinated with the District Manager prior to actual attendance of the course.

(1) For the Explosives Safety area, personnel must attend either one prescribed Explosives Safety course or cross-training at an Ammunition Plant or A&E facility once every two years. The DDESB Explosive Safety Seminar, held every two years in various locations, may be used to satisfy this currency requirement. The DDESB Explosive Safety Seminar may not be used for consecutive currency training.

(2) For the Industrial Safety area, personnel must attend at least one prescribed Industrial Safety course every 3 years.

(3) District Specialized Safety Managers are responsible for periodically reviewing all certified Specialized Safety personnel safety training to assure maintenance of their certification. The District Safety Manager will review and approve certification maintenance training courses. Additionally, for purposes of certification currency requests, the use of one training course will only be applied to one certification area.

b. Careful consideration must be given to the selection of the above training to assure timely adherence to certification maintenance criteria and to provide for proper employee career

development. When prescribed courses are needed for maintenance of certification but are not available during the required time frames, equivalency training may be requested. The request for equivalency training will be submitted to the District Safety Manager along with appropriate justification prior to attending the course.

c. In programming training for certification currency, safety personnel will give first priority to prescribed courses listed in Appendix A that they have not previously attended or have not attended in the previous ten years.

d. Under certain circumstances, revocation of certification may become necessary and be in the best interests of the Government. Examples of such circumstances include inability to determine safety standards violations during surveys, consistently providing inadequate or inaccurate recommendations/advice to contractors, and being ineffective with contractors due to inadequate management techniques. Such action may be initiated by the District or AQCOI. Final authority for revocation will be the District Safety Manager when revocation is initiated by the District or AQCOI when initiated by Headquarters. If revocation of certification does occur, a training plan developed by the District Safety Manager and coordinated with the individuals supervisor will be implemented. The purpose of the training plan will be to allow the individual an opportunity to attain a current certification status. If after completion of additional training an individual still does not demonstrate the ability to meet the required specialized safety certification then appropriate personnel action may be taken at this time.

7. TRAINING AND EXPERIENCE CONSIDERATIONS.

a. Appendix A contains mandatory training required for each certification area.

b. Appendix B contains course descriptions as well as alternates which may be substituted when primary courses are not available.

c. Specialized Safety personnel employed by DLA for the first time may present special training and/or experience needs which the District Safety Manager must thoroughly evaluate. Primary areas which typically may be deficient are contract administration, specific experience involving production or testing of munitions and missiles, manufacturing and testing of

explosives, and chemical surety material. To overcome these potential deficiencies, the District Safety Manager must consider additional training (formal and OJT). New Specialized Safety personnel should be given consideration for the following, as appropriate: contract management multi-functional area cross-training; munitions plants; and other DCMDs/DCMAOs/DPROs.

APPENDIX A

MANDATORY COURSES FOR CERTIFICATION

No.	COURSE	MINIMUM HOURS
GENERAL INDUSTRIAL		
IS1	Contracts Management	(80)
IS2	Electrical Safety	(40)
IS3	Fire Prevention/Protection	(32)
IS4	Safety Management	(64)
IS5	Mishap Investigation/Reporting	(40)
IS6	Occupational Safety & Health	(80)
IS7	Cross Training at Other DCMAOs/DPROs Including: Aircraft and CSM Facilities	(40)
IS8	Into Plane Fueling (AKA J07)	(32)
CHEMICAL SURETY MATERIALS		
IC1	Chemical Surety Materials	(40)
AIRCRAFT GROUND SAFETY		

IA1 Aircraft Ground Safety Course (72)

EXPLOSIVES

ES1 Explosives Safety for Defense Contractors (64)

ES2 U.S. Army Explosive Safety (104)

ES3 Chemistry of Pyrotechnics & Explosives (40)

ES4 Electrical Explosives Safety (32)

ES5 Preparation & Review of SOPs (48)

ES6 Cross-Training at Ammunition Plants (40)

APPENDIX B
PART 1

TARGET COURSE DESCRIPTIONS

Course No: IS1

Course Subject: Contracts Management

Course Hours: 80

Course Description: Provide understanding of statutory and procedural requirements that form the basis of the contracting function. Focus is on the interrelationships between contracting personnel and other functions during pre and postaward phases of the contracting process. Emphasis is given to soliciting sources, evaluating proposals, awarding contracts, exercising postaward surveillance, and resolving conflicts during contract disputes.

Course Number IS2:

Course Subject: Electrical Safety

Course Hours: 40

Course Description: Introduction to and review of safety engineering technology applications to electrical and electronic safety affecting power distribution, electrical equipment, and electrical systems. The National Electric Code, National Electrical Safety Code, and other electrical safety codes will be discussed.

Course Number: IS3:

Course Subject: Fire Prevention/Protection

Course Hours: 32

Course Description: Provide recognition of potential fire hazards and proper emergency procedures. Topics covered should include the
chemistry of fire, types and effectiveness of extinguishing agents,
means of egress, detection and alarm systems, fire brigades, fire prevention plans, and the Life Safety Code.

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Course Number: IS4

Course Subject: Safety Management

Course Hours: 64

Course Description: Provide essential management information and techniques to administer a successful safety program.

Course Number: IS5

Course Subject: Mishap Investigation/Reporting

Course Hours: 40

Course Description: Introduction to mishap investigation techniques,
methods, and requirements. Includes mishap reporting requirements
and mishap trend analysis.

Course Number: IS6

Course Subject: Occupational Safety & Health

Course Hours: 80

Course Description: Acquaint students with the history, progress and importance of the industrial safety movement and the Occupational Safety and Health Act. Provides pertinent information and standards concerning hazards encountered in normal industrial operations such as those involving mechanical operations, acids, solvents, flammable, toxic substances, etc. Course will address techniques for detection and control of such hazards. Students will have an opportunity to observe the integration of safe practices and procedures in operations, and to evaluate a plant's safety program for effectiveness, preferably via participation in a safety inspection of an industrial plant.

Course Number: IS7

Course Subject: Cross Training at Other DCMAOs/DPROs

Course Hours: 40

Course Description: Course content includes review of the contractor's safety program, standard operating procedures, production system/equipment design and layout, ammunition and explosives items design/hazard classification, emergency shutdown evacuation program(s), explosives quantity-distance site plans (blueprints), mishap history, explosives facility construction/design, contractor personnel training program, and contract(s) review, as applicable. Concurrently, the student will accompany Specialized Safety personnel for onsite review of applicable industrial and explosives operations/facilities to heighten and reinforce the learning process. At the conclusion of this training, the student will prepare a written report of training received for review of the District Specialized Safety Office.

Course Number: IS8:

Course Subject: Into Plane Fueling

Course Hours: 32-40

Course Description: This course is identified as J07. Provides training in the area of Safety and Quality Assurance requirements for Defense Fuels related contracts at commercial airpors.

Course Number: IC1

Course Subject: Chemical Surety Materials

Course Hours: 40

Course Description: Address characteristics of toxic chemical agents/ ammunition and discuss applicable safety requirements. Emphasis on chemical agent detection and identification, disposal,
decontamination, downwind hazard data, first aid and emergency response, and mishap/incident controls.

Course Number: IA1

Course Subject: Aircraft Ground Safety Course

Course Hours: 72

Course Description: Provide an understanding of aircraft bonding and
grounding, aircraft handling, towing, jacking, crew safety training,
fire protection, crash fire rescue, fueling/defueling, LOX, gaseous
oxygen, pneumatic and hydraulic systems, radar radiation hazards, FOD and tool control, and aircraft egress systems.

Course Number: ES1

Course Subject: Explosives Safety for Defense Contractors

Course Hours: Addresses technical and administrative standards, practices, and procedures of DoD Contractors' Safety Manual for Ammunition and Explosives. Discusses the applicable Defense Federal
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Acquisition Regulation Supplements (DFARS). Emphasis is placed on
such topics as preaward and preoperational surveys, changes in places of performance, acceptance of existing conditions/facilities,
waivers, quantity-distance, and disposition of A&E scrap/reject material. This course will establish a common ground for interpreting the application of these DoD standards among contractor
and Government personnel.

Course Number: ES2

Course Subject: U.S. Army Explosives Safety

Course Hours: 104

Course Description: Training will include review of publications, drawings, and other sources of information from which explosives safety technical data may be extracted; recognition of the characteristics of explosives, propellants, and chemicals and their
impact on safe operating procedures; identification of explosives hazard classes and item compatibility groups for safe storage and transport; application of explosives safety standards; evaluation of
site plans and preparation of waivers and exemption requests; review
of malfunction investigative procedures, explosives mishap

investigation, and implementation of proper range procedures; and identification of environmental requirements and hazard analysis procedures and their effects on explosives safety.

Course Number: ES3

Course Subject: Chemistry of Pyrotechnics & Explosives

Course Hours: 40

Course Description: This course will provide an understanding of pyrotechnics manufacturing processes as well as related fields of explosives mixtures and propellants. The course will present a minimum of chemical theory and dwell on practical applications of the pyrotechnic mixture preparation, loading of items and manufacturing processes. Safety of operations, including student hands-on operations, will be stressed throughout the course.

Course Number: ES4

Course Subject: Electrical Explosive Safety

Course Hours: 32
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Course Description: Course content includes the identification of lightning protection system components, design criteria, and requirements. Included are the requirements for grounding, bonding,
control of static electricity, and electrical equipment in hazardous
(classified) locations. An overview of the hazards of Electromagnetic Radiation to Ordnance, fuel, and personnel is presented. One day is allocated to a field exercise involving visual inspections and electrical test procedures of lightning protection systems

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Course Number: ES5

Course Subject: Preparation & Review of SOPs

Course Hours: 48

Course Description: Course curriculum provides current regulatory requirements on SOP format and content. Students are introduced to reference information systems used in SOP development. Through a series of exercises, students are acquainted with approval procedures for flow charting and preparation and review of SOPs. Hazard analysis and environmental requirements are introduced.

Course Number: ES6

Course Subject: Cross Training at Approved Army Ammo. Plants

Course Hours: 40

Course Description: Course content includes review of AAPs' explosive safety standards, standard operating procedures, production system/equipment design and layout, ammunition and explosives items design/hazard classification, emergency shutdown evacuation program(s), explosives quantity-distance site plans (blueprints), mishap history, explosives facility construction/design, contractor personnel explosives training program, and contract(s) review. Concurrently, the student will accompany AAPs' safety personnel for onsite review of applicable explosives operations/facilities to heighten and reinforce the learning process.

CATALOG OF APPROVED COURSES

Course Number: IS1

Course Title: DEFENSE CONTRACTS MANAGEMENT FOR TECHNICAL PERSONNEL

Course Sponsor: NAVMAT

Course Location: Onsite at various DoD activities by Headquarters Naval Material Command, Washington, DC 20460

Course Length: 40 Hours

Prerequisite: Personnel whose assignment is related to contracting
and who require knowledge of the contracting process.

Course Number: IS2A

Course Title: ELECTRICAL SAFETY STANDARDS

Course Sponsor: Naval Safety School, Naval Air Station, Norfolk, VA
23511-5410 (DSN 565-8778/(804) 445-8778)

Course Location: Onsite at various DoD activities.

Course Length: 32 Hours

Prerequisite: Those attending must have sufficient math (basic algebra) and electrical backgrounds to effectively participate in the class sessions and satisfactorily complete classroom assignments
and exams.

Course Number: IS2B

Alternative: ELECTRICAL STANDARDS FOR COMPLIANCE SAFETY & HEALTH
OFFICER

Course Sponsor: OSHA Training Institute, U.S. Department of Labor,
1555 Times Drive, Des Plaines, IL 60018
(708) 297-4913

Course Location: Same as course sponsor

Course Length: 40 Hours. No prerequisite.

Course Number: IS3

Course Title: FIRE PROTECTION AND LIFE SAFETY

Course Sponsor: OSHA Training Institute, U.S. Department of Labor

Course Location: OSHA Training Institute, U.S. Department of Labor,
1555 Times Drive, Des Plaines, IL 60018
(708) 297-4913

Course Length: 72 Hours

Prerequisite: Students should have a basic knowledge of Industrial
safety standards and principles.

Course Number: IS4A

Course Title: ORGANIZATION AND ADMINISTRATION OF SAFETY MANAGEMENT
PROGRAMS

Course Sponsor: Naval Safety School, Naval Air Station, Norfolk, VA
23511-5410 (DSN 565-8778/(804) 445-8778)

Course Location: Onsite at various DoD activities.
Course Length: 80 Hours

Prerequisite: Introduction to Safety Management

Course Number: IS4B

Alternative: PROFESSIONAL SAFETY REVIEW (Formerly SAFETY MANAGEMENT UPDATE COURSE*)

Course Sponsor: USASC, Ft. Rucker, AL (DSN 558-2947/(205) 255-2947)

Course Location: Same as course sponsor

Course Length: 40 Hours. No prerequisite.

Course Number: IS4C

Alternative: SAFETY MANAGEMENT TECHNIQUES

Course Sponsor: Director of Registrations, Safety Training Institute, 444 N.Michigan Ave, Chicago, IL 60611
(800) 621-7615

Course Location: Same as course sponsor

Course Length: 40 Hours. No prerequisite.
App B

Course Number: IS5A

Course Title: BASIC MISHAP INVESTIGATIONAND RECORDKEEPING (Formerly ACCIDENT INVESTIGATION, ANALYSIS, AND REPORTING)

Course Sponsor: Naval Safety School, Naval Air Station, Norfolk, VA
23511-5410 (DSN 565-8778/(804) 445-8778)

Course Location: Onsite at various DoD activities.

Course Length: 32 Hours. No prerequisite.

Course Number: IS5B

Course Title: ARMY ACCIDENT INVESTIGATION

Course Sponsor: USASC, Ft. Rucker, AL (DSN 558-2947/(205) 255-2947)

Course Location: Same as course sponsor.

Course Length: 40 Hours

Prerequisite: None.

Course Number: IS6A

Course Title: OCCUPATIONAL SAFETY AND HEALTH

Course Sponsor: USASC, Ft. Rucker, AL (DSN 558-2947/(205) 255-2947)

Course Location: Same as course sponsor.

Course Length: 80 Hours

Prerequisite: None.

Course Number: IS6A

Alternative: OCCUPATIONAL SAFETY - GENERAL INDUSTRY STANDARDS

Course Sponsor: Naval Safety School, Naval Air Station, Norfolk, VA
23511-5410 (DSN 565-8778/(804) 445-8778)

Course Location: Onsite at various DoD activities.

Course Length: 40 Hours

App B

Prerequisite: None

Course Number: IS6B

Alternative: PRINCIPLES OF OCCUPATIONAL SAFETY AND HEALTH

Course Sponsor: Director of Registrations, Safety Training Institute, NSC, 444 N. Michigan Ave., Chicago, IL 60611
(800) 621-7615

Course Location: Same as course sponsor

Course Length: 40 Hours

Prerequisite: None

Course Number: IS7

Course Title: Cross-training at Other DCMDs/DCMAOs/DPROs

Course Sponsor: DCMC (DLA)

Course Location: Onsite at various DCMDs/DCMAOs/DPROs

Course Length: 40 Hours

Course Equivalency: Onsite safety orientation received by Specialized Safety personnel at selected contractor facilities may be considered equivalent to a 40hour industrial or explosives formal refresher course, depending on the type of facility involved.

Prerequisite: None

Course Number: IC1

Course Title: TECHNICAL CHEMICAL SURETY MATERIEL COURSE

Course Sponsor: U.S. Army Defense Ammunition Center and School (USADACS), ATTN: SMCAC-ASA, Savanna, IL 61074-9639
(DSN 585-8934/(815) 273-8934

Course Location: Same as course sponsor

Course Length: 64 Hours

Prerequisite: Those attending should be working with toxic chemical agents or munitions. Students must be clean shaven and capable of moderate exertion while wearing protective mask and butyl rubber clothing.

Course Number: IA1

Course Title: AIRCRAFT GROUND SAFETY COURSE

Course Sponsor: DCMC/DLA

Course Location: Various DCMDs/DCMAOs/DPROs

Course Length: 80 Hours

Prerequisite: Specialized Safety attendees must be Industrial Certified.

Course Number: ES1

Course Title: EXPLOSIVES SAFETY FOR DEFENSE CONTRACTORS

Course Sponsor: U.S. Army Defense Ammunition Center and School (USADACS), ATTN: SMCAC-ASA, Savanna, IL 61074-9639
(DSN 585-8934/Comm (815) 273-8934)

Course Location: Same as course sponsor

Course Length: 64 Hours

Prerequisite: Individuals nominated must be high caliber and fully capable of absorbing and applying the instructions they receive. Suggested grade level, GS-5 through GS-14.

Course Number: ES2A

Course Title: U.S. Army Explosive Safety

Course Sponsor: U.S. Army Defense Ammunition Center and School (USADACS), ATTN: SMCAC-ASA, Savanna, IL 61074-9639
(DSN 585-8934/Comm (815) 273-8934)

Course Location: Same as course sponsor

Course Length: 104 Hours. No prerequisite.

Course Number: ES2B

Course Title: SPECIAL TECHNICAL AMMUNITION

Course Sponsor: U.S. Army Defense Ammunition Center and School (USADACS), ATTN: SMCAC-ASA, Savanna, IL

61074-9639
(DSN 585-8934/Comm (815 273-8934)

Course Location: Same as course sponsor

Course Length: 56 Hours. No prerequisite.

App B

Course Number: ES3A

Course Title: PREPARATION, EVALUATION, AND LOADING OF PYROTECHNIC
MIXTURES

Course Sponsor: Washington College, Chemistry Department,
Chestertown, MD 21620 (410) 778-6825

Course Location: Same as course sponsor

Course Length: 40 Hours

Prerequisite: Experience in the field of pyrotechnics or related
chemical and explosives areas will be helpful.

Course Number: ES3B

Course Title: LABORATORY INVESTIGATION OF PYROTECHNIC PRINCIPLES

Course Sponsor: Washington College, Chemistry Department
Chestertown, MD 21620 (410) 778-6825

Course Location: Same as course sponsor

Prerequisite: A minimum background of one year college chemistry
is highly recommended, but experience with pyrotechnics, propellants, and explosives can be substituted for this background.

Course Number: ES4

Course Title: ELECTRICAL EXPLOSIVE SAFETY FOR NAVAL FACILITIES

Course Sponsor: USADACS, ATTN: SMCAC-ASA, Savanna, IL 61074-9639
(DSN 585-8934/(815) 273-8934)

Course Location: Same as course sponsor.

Course Hours: 28 Hours

Prerequisite: Those attending should be engineers, technicians,
or safety inspectors in Public Works, Facility Planning, Safety or
Test Departments involved in the design, installation, test, or inspection of electrical services, equipment, and lightning/grounding systems in hazardous locations.

App B

Course Number: ES5

Course Title: PREPARATION & REVIEW OF SOPS FOR AMMO AND EXPLOSIVE
OPERATIONS

Course Sponsor: USADACS, ATTN: SMCAC-ASA, Savanna, IL 61074-9639

(DSN 585-8934/(815) 273-8934)

Course Location: Same as course sponsor.

Course Hours: 40 Hours

Prerequisites: Nominees should be individuals directly involved in the preparation or review of ammunition operation SOPs. A basic understanding of conventional ammunition design and characteristics is necessary for successful completion of this course.

Course Number: ES6

Course Title: EXPLOSIVES SAFETY CROSS-TRAINING AT ARMY AMMUNITION PLANTS (AAPs)

Course Sponsor: Selected AAPs.

Course Location: Various (Coordinated by District Specialized Safety Office with Army Armament, Munitions, and Chemical Command (AMCCOM) Safety Office)

Course Length: 40 Hours (minimum recommended).

Course Equivalency: Onsite explosives safety training received by Specialized Safety personnel at approved AAPs is considered equivalent to any formal explosives safety training course, one month of OJT or refresher training for certification purposes.

PART 3

CERTIFICATION MAINTENANCE CURRENCY COURSES

Section I: Industrial Courses

Course Title: Hazardous Materials (No. 201 and 201A)

Sponsor: OSHA Training Institute

Course Description: Course covers OSHA general industry standards and integrates materials from other consensus and proprietary standards that relate to hazardous materials. Included are flammable and combustible liquids, compressed gases, LP-gas, cryogenic liquids, anhydrous ammonia, and explosives. Also covers welding, spraying and dipping processes as well as electrical equipment, ventilation and fire protection.

Course Hours: 72

Cost: $334

Point of Contact: The Registrar: Commercial 1-708-297-4913
FTS 886-9883

Prerequisite: Completion of a suitable Occupational Safety and Health Course.

Course title: Accident Investigation (No. 202)*

Sponsor: OSHA Training Institute

Course Description: Provides advanced information on accident investigation techniques and methods. Topics include identifying, examining, evaluating, and preserving evidence, analyzing for cause, and developing supportive documentation. Emphasis is given to analysis techniques, such as accident, incident analysis and fault tree analysis.

Course Hours: 32

Cost: $133

Point of Contact: The Registrar: Commercial 1-708-297-4913
FTS 886-9883

Prerequisite: Prior completion of basic accident Investigation Course

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App B

Course Title: Applied Spray Finishing and Coating Principles*

Sponsor: OSHA Training Institute

Course Description: Course covers applicable OSHA requirements, NFPA standards, engineering controls, work practices, and personal protective equipment. Topics include a review of industrial processes, related equipment, and materials.

Course Hours: 32

Cost: $133.

Point of Contact: The Registrar: Commercial 1-708-297-4913
FTS 886-9883

Prerequisite: One year safety experience and prior course in Industrial Hygiene

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Course Title: Safety in the Laboratory (No. 580)*

Sponsor: NIOSH

Course Description: Discusses OSHA Laboratory Standard, CFR 1910.1450, and inspection techniques. Includes chemical, biological, plumbing, electrical, radiation, and noise hazards, and methods of controlling these hazards.

Course Hours: 36

Cost: $700.

Point of Contact: Training Registrar: Commercial 513 533-8225
FTS 684-8225

Prerequisite: None.

Course Title: Non-ionizing Radiation (No. 583)

Sponsor: NIOSH

Course Description: Teaches the principles of non-ionizing radiation evaluation and control through lectures, laboratories and problem session. Course addresses lasers, microwave, radio frequency, infrared, and ultraviolet energy sources, and their logical effects.
Students will learn to measure microwave and light intensities, and how to survey a source.
App B

Course Hours: 36

Cost: $700

Prerequisite: Background in college math and science is helpful, but
not required.

Point of Contact: Training Registrar: Commercial 513 533-8225
FTS
684-8225

Course Title: Ionizing Radiation

Sponsor: NIOSH

Course Description: Course will help student understand the fundamentals of radiation, its characteristics, and appropriate units of measure. Evaluation instrumentation, and survey techniques
are taught in laboratory and problem sessions. Allowable exposure times will be calculated for specific sources. Course covers common
sources for x-rays and gamma rays and the biological effects of radiation exposure.

Course Hours: 36

Cost: $700
Point of Contact: Training Registrar: Commercial 513 533-8225
FTS 684-8225

Prerequisite: Background in college math and science is helpful, but
not required

Course Title: National Safety Council Congress & Exposition*

Sponsor: National Safety Council

Course Description: Includes seminars, specialty training programs
and exhibits on numerous aspects of safety and occupational

health,
with emphasis on latest developments, technology and products.

Course Hours: 40

Cost: $400.

Point of Contact: 1-800-621-7615

Prerequisite: None

App B

Course Title: Managing Safety: Techniques That Work for Safety Pro*

Sponsor: Du Pont Safety & Environmental Management Services

Course Description: Seminar will give the safety professional tasks
needed to establish their role in the organization, improve ability
to help decrease injuries, and improve overall safety performance.
Participants will work real world problems in skill areas ranging
from identifying safety challenges to measuring the performance of
implemented solutions.

Course Hours: 24

Cost: $1140

Point of Contact: DuPont 1-800-532-7233

Prerequisite: None

App B

Course Title: Process Hazards Reviews

Sponsor: Dupont Safety & Environmental Management Services

Course Description: Course emphasizes "systems" approach for avoidance of process accidents, using four different methods for identifying and analyzing process hazards.

Course Hours: 24

Cost: $1200.

Point of Contact: Dupont 1-800-532-7233

Prerequisites: None

Course Title: Advanced Occupational Safety

Sponsor: Occupational Safety & Health Summer Institute

Course Description: Provides and update of safety trends and an advanced knowledge of current safety analysis items and OSHA regulations.

Course Hours: 18

App B

Cost: $550.

Point of Contact: Occupational Safety & Health Educational Resource
Center 1-919-962-2101

Prerequisite: None

Course Title: Life Safety Code*

Sponsor: NFPA Fire Code Seminars

Course Description: Course covers the entire Life Safety Code with
emphasis on its application. It includes a review of the fundamentals, essential revisions, and their impact on facilities.

Course Hours: 32

Cost: $695. (DLA Membership price, give 22304 zip code for membership)

Point of Contact: NFPA: Commercial 1 800-344-3555

Prerequisite: None

App B

Course Title: The National Electrical Code

Sponsor: NFPA Fire Code Seminars

Course Description: Opportunity to learn from experts who help revise the NEC. Course includes a complete review of the NEC with
emphasis on its clarification, interpretation and application.

Course Hours: 32

Cost: $695. (DLA membership price, give 22304 zip code for membership)

Point of Contact: NFPA: Commercial 1-800-344-3555

App B

Prerequisite: None

Course Title: Hazardous Materials

Sponsor: USASC, Ft. Rucker, AL

Course Description: Covers all aspects of hazardous materials handling, storage, transportation, and disposal.

Course Hours: 64

Cost: None

Point of Contact: USASC, DSN 558-2947, Comm (205) 255-2947

Prerequisite: None

Course Title: Risk Management

Sponsor: USASC, Ft. Rucker, AL

Course Description: Provides training in Army risk management concepts and policies. Also provides training in the Army risk management process and a wide variety of techniques and applications.

Course Hours: 40

Cost: None

Point of Contact: USASC, DSN 558-2947, Comm (205) 255-2947

Prerequisite: None

Course Title: Electrical Hazards, OSHA, and the National Electrical
Code, Including Lockout/Tagout*

Sponsor: The American Society of Safety Engineers (ASSE)

Course Description: Course highlights the behavior of electricity and methods of preventing electrical accidents. Discusses principles of overload protection and grounding, ground-fault circuit interrupters and other protective devices. Includes demonstrations and hands-on training.

Course Hours: 24

App B

Cost: Member $650; Non-Member $750.00

Point of Contact: ASSE, Education Dept., 1800 E. Dakton, Des Plaines, Il 60018-2187, Phone (708)692-4121

Prerequisite: None

Course Title: Government Flight Representative Course

Sponsor: DCMC, Course locations vary.

Course Description: This course is designed to provide a refresher for those specialized safety personnel with flight operations/ground safety aircraft responsibilities.

Course Hours: 72 hours

Cost: None

Point of Contact: DCMC HQ's, Flight Operations, Specialized Safety and Environmental, (703) 617-7361.

Prerequisite: Students must have previously attained Industrial Aircraft Specialized Safety certification.

App B

Section II: Explosives Courses

Course Title: Safe Practices for Assemblies Containing Explosives

Sponsor: Explosives Educational Services

Course Description: Seminar focuses on safety requirements related to the manufacture, inspection, testing, storage, transportation and handling of explosives and other dangerous components. Participants will gain an understanding of various safety regulations, including

DoD 4145.26M.

Course Hours: 28

Cost: $990.

Point of Contact: Ms. Carol Lippincott: Commercial 1-800-283-2331.

Prerequisite: None

Course Title: International Pyrotechnics Seminar*

Sponsor: International Pyrotechnic Society

Course Description: Seminar includes a forum for presentation of papers on wide scope of topics on explosives and propellants, as well as most chemical phenomena and their attendant science and engineering.

Course Hours: 40

Cost: $675.

Point of Contact: (312) 567-4293

Prerequisite: None

Course Title: Explosive Firing Site And Laboratory*

Sponsor: Center for Explosives Technology Research

Course Description: Course covers safety and use of explosives in research. Topics include basic properties of explosives, required safety testing of explosives, and instrumentation techniques. Course addresses SOPs and includes hands on laboratory or firing site instruction.

App B

Course Hours: 40

Cost: $1350. Discounts are available for multiple registrants from
the same organization.

Point of Contact: Ms. Annette Carroll: Commercial 505 835-5130

Prerequisite: None

Course Title: Naval Explosives Safety Managers/Supervisors * Orientation

Sponsor: USADACS

Course Description: This training introduces the different classes of ammunition and explosives, stressing safe handling and explosive safety requirements.

Cost: None

Point of Contact: Comm (815) 273-8934 DSN 585-8934

Prerequisite: Two years experience in ammunition and explosives operations is required.

Course Title: Explosives Safety for Naval Facilty Planning

Sponsor: USADACS

Course Description: Course includes an in-depth review of DoD quantity distance standards and application of these in the form of
a Facility Design workshop.

Cost: None

Point of Contact: Comm (815) 273-8934 DSN 585-8934

Prerequisite: None.

Course Title: Electro-explosive Devices Training Course, "Hands-on"
Applications

Sponsor: Franklin Applied Physics Inc, 95 Highland Avenue. PO Box 313 Oaks, PA 19456 (610) 666-6645

Course Description: Emphasis of this course is on safety through understanding of basic EED behavior. Major topics covered: types
of pyrotechnics, explosives and propellants; types of EEDs, explosives trains and systems, fuzes, safe/arm devices; sensitivity
App B

and functioning mechanisms; output and applications; safety versus
reliability; hazard sources: lightning, static electricity, electromagnetic energy (RF, EMP, light, etc.), heat, flame, impact,
vibration, friction, shock blast, ionizing radiation, hostile environments, human error; and precautions, safe practices and Standard Operating Procedures.

Course Hours: 24

Cost: $550 - 575

Point of Contact: Comm (610) 666-6645.

Prerequisite: None

Course Title: Range Safety

Sponsor: USASC, Ft. Rucker, AL

Course Description: Provides training in all aspects of range

safety
to include surface danger zone preparation.

Course Hours: 40

Cost: None. No Prerequisite.

Point of Contact: USASC, DSN 558-2947, Comm (205) 255-2947

Course Title: Explosives Safety Awareness Course

Sponsor: North Star Seminars, c/o Paul Anderson, 5240 Barbeau Rd, Brainard, MN 56401

Course Description: Course addresses the basic principles of explosives safety. Topics include types and property of energetic materials; explosives devices; explosives hazards, including blast, overpressure, fragmentation, thermal, and toxic; sensitivity to initiation; grounding; and various applicable standards and specifications.

Course Hours: 24

Cost: $675. No Prerequisite.

Point of Contact: Paul Andersen, (218) 828-4844

App B

Course Title: Basic Guided Missile Ammunition

Sponsor: U.S. Army Defense Ammunition Center and School (USADACS), ATTN: SMCAC-ASA, Savanna, IL 61074-9639

Course Description: This course provides basic information

relating
to most guided missiles and large rocket systems. The student will
specifically learn about: missile structures, guidance and
propulsion systems, and subcomponents; test and measuring
equipment;
transportation and storage; and maintenance and demilitarization.
The student will also gain an appreciation for QAR
responsibilities
and hazards involved.

Course Hours: 96

Cost: None

Point of Contact: USADACS, Savanna, IL

Prerequisite: Personnel should have a basic training or
experience
in the field of ammunition and explosives.

NEW CERTIFICATION COURSE QUESTIONNAIRE

Title:

Sponsor:

Location:

Duration:

Cost:

Evaluation of Course Presentation or Course Syllabus:

Recommended for:

a. Initial certification:

b. Maintenance of certification:

Not recommended for the following reasons:

Name and phone number of persons submitting evaluation:.

Date submitted:

Submit questionnaire to HQ's, DCMC, Specialized Safety Office.